**Checklist for Handwritten Work**

Use this as a checklist and mark off the items as you complete them.

* My is **neat, legible, and complete**. The paper is not folded or wrinkled and is free of significant errors or smudges.
* I wrote in **pencil or pen** (dark ink only) unless the teacher specifically asked for the work to be completed in pen.
* I included a heading on the first page that includes the following:
  + **Name**(including last name)
  + **Class and Period Number**; **Date**(Date the assignment is submitted.)
  + **Assignment**(Lesson number, title of assignment, or page number as assigned by the teacher.)
* I numbered the pages in the lower right corner.
* I used 8 ½” x 11” paper and removed any **fringe**.